

**City of Gunnison  
Finance Department  
Internship Position Description**

**Title:** Financial Database Enhancement (Microsoft Access)

**Position Description:** The City of Gunnison Finance Department is seeking a student intern to enhance Microsoft Access financial databases used for:

- Water Lab Testing
- Sales Tax Revenues

**Academic Requirements:** Students will have the standing of Junior or Senior with a minimum grade point average of 2.000. Appropriate fields of study are: Accounting or Business Administration (others may be considered on a case-by-case basis).

**Technical Skills:** Microsoft Access

**Application Requirements:** Submit a letter of interest, résumé, City of Gunnison application (available at: [http://www.cityofgunnison-co.gov/Finance/human\\_resources/job\\_app.pdf](http://www.cityofgunnison-co.gov/Finance/human_resources/job_app.pdf)), and a proposal to address the specific position. The proposal should include the objective(s) to be accomplished by the end of the internship; how it will be accomplished; and how achievement of the objective(s) will be measured. Application materials should be submitted to:

Tammy Shelafo  
City of Gunnison Human Resources Technician  
P.O. Box 239  
201 West Virginia (second floor)  
641-8248  
[tshelafo@cityofgunnison-co.gov](mailto:tshelafo@cityofgunnison-co.gov)

This is a competitive process. The City of Gunnison staff will review proposals and evaluate them for relevance to serve the City's needs.

**Application Deadline:** Applications will be accepted until position is filled. Students will be required to meet WSCU internship requirements prior to submitting application to the City.

**Credit Hours:** Internships will be considered as laboratory courses, so the expectation is that the intern will spend 1,800 minutes (30 hours) on the project for each credit earned.

**Salary:** \$350 per credit hour up to 3 credits (\$1,050), upon successful completion of the project, with a grade of "C" or better.